

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**FORENSIC PROGRAM TECHNICIAN  
CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions that perform technical work related to the processing of forensic laboratory evidence at the Department of Justice, Division of Law Enforcement Services, Crime Laboratory Bureaus. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses technical support positions responsible for a wide range and combination of technical activities related to the processing of forensic laboratory evidence, laboratory samples and related materials. The positions are located at the Department of Justice (DOJ), Division of Law Enforcement Services, Crime Laboratory System.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.

2. Positions that for a majority of the time (more than 50%) process, assign, log, ship and distribute human and/or animal diagnostic specimens, laboratory samples, or forensic laboratory evidence and are more appropriately classified as Laboratory Sample Control and Receiving Technician.
3. Positions that for a majority of the time (more than 50%) provide technical lab support activities including technical procedures, preparation of samples, reagents, glassware and test kits/apparatus, and record maintenance and are more appropriately classified as Chemistry Laboratory Technician.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into And Progression Through This Classification Series

Employees enter this classification series by competitive examination. Progression to the Forensic Program Technician Senior level for specifically identified allocations will occur through reclassification as the employee satisfactorily attains the specified training, education, and experience and performs the full scope of duties identified at the Senior level.

## II. DEFINITIONS

### FORENSIC PROGRAM TECHNICIAN

This is full performance technical work related to the routine processing and handling of forensic evidence, laboratory samples and related materials. The duties are performed within established policies and procedures, and involve limited complexity, discretion and decision-making responsibilities. The work is structured to provide the training and experience necessary to advance to the Forensic Program Technician Senior level. Positions allocated to this title perform duties under general supervision. Representative examples of duties performed at this level would include:

**Administrative/Technical Section:** Receipt and control of forensic evidence; open, sort, route and return forensic evidence according to prescribed protocols and procedures; and perform related work, as requested. Positions may be responsible for some sample preparation and ordering supply.

**Firearms/Toolmarks Section:** Receipt and control of gun and bullet casing evidence according to prescribed protocols and procedures and enter items into the computerized firearms identification system (an imaging database of cartridge cases that may be linked to other states in the system).

**Imaging Section:** Perform routine tasks related to the photofinishing production of films which are considered by-products of evidence; load film cassettes; develop negatives by hand or using a processor; print black and white and/or color negatives; perform color balancing for color negatives. Print, enlarge, and process black and white and color photographs from crime scenes and autopsies; may photograph evidence; clean and maintain photo equipment; prepare complex

court charts; and use software programs to modify photos and other material for sharpness and color.

**DNA Analysis Section:** Receipt and control of DNA databank samples; receive convicted offender samples; document samples in confidential computerized criminal history records; store samples according to established protocols and procedures; file data sheets; retrieve samples when needed and provide sample collection kits to people responsible for collecting databank samples. Positions may be responsible for some sample preparation or ordering supply.

## **FORENSIC PROGRAM TECHNICIAN SENIOR**

This is senior level technical work related to the receipt and control of forensic evidence, laboratory samples and related materials. Senior level positions in this series are differentiated from the objective level positions in that they are expected to perform technical procedures and processes on routine and non-routine forensic evidence, laboratory samples and related materials; provide more in-depth support to forensic scientists in their program area(s); participate in quality assurance activities; maintain supplies, equipment, and/or instruments; and provide technical support in the on-going function of the particular laboratory section(s). These positions may also assist with special projects and may be involved in assisting with the training of lower level technical staff. Work is performed under general supervision. Representative examples of work performed at the senior level would include the following:

**Administrative/Technical Section:** Log, unpack and prepare evidence for testing; screen submission forms and other paperwork; resolve submission questions with laboratory clients or staff; assign evidence to appropriate units; receive and dispose of physical forensic evidence according to the rules of evidence in felony cases (i.e., homicides, attempted homicides, sexual assaults, armed robberies, etc.); receive, control, and return physical forensic evidence to law enforcement agencies or dispose of evidence authorized for destruction in a lawful, safe and timely manner; perform routine procedures to prepare evidence for scientific analysis by forensic scientists; maintain chain of custody records; and testify in court as to chain of custody.

**Firearms/Toolmarks Section:** Under microscopic examination select bullet casings with the best images for entry into the computerized firearms identification system; capture image(s) into the system; enter administrative (e.g., location of evidence collection, offense, suspect) and forensic (e.g., information regarding firing pin breech face) data into system; conduct databank searches; review "hits" and make a preliminary determination of valid hits; may test fire weapons for bullet casing collection; and testify in court as to chain of custody.

**Imaging Section:** Produce photographs for analytical comparison using complex methods; choose appropriate materials and method to visualize evidence; analyze crime scene negatives and determine correct density, color balance and cropping to render scene photographs as a realistic portrayal of crime scenes; use conventional media or electronic media to prepare displays, court exhibits and training materials; maintain equipment and imaging unit files, order supplies, perform quality assurance on chemical processes and apply corrective measures.

**DNA Analysis Section:** Receive convicted offender samples; document samples in confidential computerized criminal history records; resolve problems with documentation; store samples according to established protocols and procedures; file and retrieve data sheets; retrieve samples when needed; destroy samples when required; provide sample collection kits to people responsible for collecting databank samples; ensure adequate supplies of collection kits, be the primary contact for questions regarding the collection kits or the collection process; and provide training to the collectors of databank samples to ensure consistent collection according to the established protocols.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective May 18, 2003 and announced in Bulletin MRS-SC-156 to describe positions that perform specialized technical crime laboratory duties for the Crime Laboratory Bureaus in the Department of Justice. Positions allocated to this classification series were formerly allocated to the Laboratory Sample Control and Receiving Technician and Chemistry Laboratory Technician classification series. This classification was modified effective December 14, 2003, and announced in Bulletin OSER-0006-MRS-SC, to include examples of work performed for the Imaging Section at the Senior level.

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